

**General Services Administration
Federal Acquisition Service
Authorized Federal Acquisition Schedule Price List**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA-Advantage!TM, a menu-driven database system. The Internet address for GSA-Advantage!TM is: <http://www.gsaadvantage.gov>

Financial and Business Solutions (FABS)

FSC Group: 520, Part 1

Contract Number: GS-23F-0022U

For more information on ordering from Federal Acquisition Schedules, click on the FSS Schedules button at: <http://www.fss.gsa.gov>

Contract Period: 4/1/2008 - 3/31/2013



**UGL Services Equis Operations Co.
161 North Clark Street, Suite 2400
Chicago, IL 60601
Telephone: (312) 424-8167
Fax: (312) 424-8080
www.ugl-equis.com**

Business Size/Status: Large

Prices shown herein are NET (discount deducted).

Pricelist current through Modification #A091 dated July 2, 2010



Contract Holder



TABLE OF CONTENTS

GENERAL CONTRACT INFORMATION	1
ABOUT UGL SERVICES EQUIS OPERATIONS.....	3
CONTRACT OVERVIEW	4
CONTRACT ADMINISTRATOR	4
MARKETING AND TECHNICAL POINT OF CONTACT	4
CONTRACT USE.....	4
CONTRACT SCOPE	4
SPECIAL ITEM NUMBER (SIN) DESCRIPTIONS	4
INSTRUCTIONS FOR PLACING ORDERS FOR SERVICES BASED ON GSA SCHEDULE HOURLY RATES	6
REQUIREMENTS EXCEEDING THE MAXIMUM ORDER.....	7
BLANKET PURCHASE AGREEMENT	8
PERCENTAGE BASED FEES.....	9
PLACES OF PERFORMANCE.....	10

GENERAL CONTRACT INFORMATION

- 1a. Table of Awarded Special Item Numbers (SINs): *Please refer to [Page #4](#) for a more detailed description*
- 520-15, Outsourcing Recurring Commercial Activities for Financial Management Services
- 1b. Lowest Priced Model Number and Lowest Price: Please refer to our rates on [Page #9](#)
- 1c. Labor Category Descriptions: Not Applicable
2. Maximum Order: \$1,000,000.00
3. Minimum Order: \$300.00
4. Geographic Coverage: Domestic Only
5. Points of Production: See [Pages #10-11](#)
6. Discount from List Price: All Prices Herein are Net
7. Quantity Discounts: Not Applicable
8. Prompt Payment Terms: Net 30 days
- 9a. Government Purchase Card *is* accepted at or below the micro-purchase threshold.
- 9b. Government Purchase Card *is not* accepted above the micro-purchase threshold.
10. Foreign Items: None
- 11a. Time of Delivery: To Be Negotiated with Ordering Agency
- 11b. Expedited Delivery: To Be Negotiated with Ordering Agency
- 11c. Overnight and 2-Day Delivery: To Be Negotiated with Ordering Agency
- 11d. Urgent Requirement: To Be Negotiated with Ordering Agency
12. F.O.B. Point: Destination
- 13a. Ordering Address: UGL Services Equis Operations Co.
Attn: Brian Adelstein / GSA Orders
161 North Clark Street, Suite 2400
Chicago, IL 60601
- 13b. For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), are found in Federal Acquisition Regulation (FAR) 8.405-3.
14. Payment Address: UGL Services Equis Operations Co.
Attn: Accounts Receivable / Brian Adelstein
161 North Clark Street, Suite 2400
Chicago, IL 60601
15. Warranty Provision: Not Applicable
16. Export Packing Charges: Not Applicable
17. Terms and Conditions of Government-Wide Purchase Card Acceptance: Government-wide purchase card is not accepted for orders that exceed the micro-purchase threshold.

- | | |
|---|--|
| 18. Terms and conditions of rental, maintenance, and repair: | Not Applicable |
| 19. Terms and conditions of installation (if applicable): | Not Applicable |
| 20. Terms and conditions of repair parts indicating date of parts, price lists and any discounts from list prices: | Not Applicable |
| 20a. Terms and conditions for any other services (if applicable): | Not Applicable |
| 21. List of service and distribution points (if applicable): | Not Applicable |
| 22. List of participating dealers (if applicable): | Not Applicable |
| 23. Preventative maintenance (if applicable) | Not Applicable |
| 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants.): | Not Applicable |
| 24b. Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location). The EIT standards can be found at: www.Section508.gov/ | Contact Contract Administrator for more information. |
| 25. Data Universal Number System (DUNS) Number: | 155141419 |
| 26. UGL Services Equis Operations Co. <i>is</i> registered in the Central Contractor Registration (CCR) database. | |

ABOUT UGL SERVICES EQUIS OPERATIONS

UGL Services Equis Operations is a multidisciplinary corporate real estate services firm that delivers integrated services exclusively to business space users.

Founded in 1984, UGL Services Equis Operations provides global strategic real estate consulting and transaction advisory expertise to clients from 27 locations in the U.S., 29 locations in North America and 13 countries around the globe. We bring a combination of financial, business, industry and public sector expertise to meet client needs. Because we do not own or manage real estate assets, we offer a level of transparency and objectivity that few firms can match. Our professionals come from diverse backgrounds, including leading brokerage firms and prestigious advisory organizations. They work together to deliver seamless service under a common management structure. Our goal is to deliver integrated services that transform corporate real estate into a distinct competitive advantage.

UGL Services Equis Operations delivers optimized corporate real estate solutions aligned with your business objectives, operating requirements and financial goals.

We manage single transactions and small portfolios, as well as complex, global portfolios with thousands of properties totaling millions of square feet. UGL Services Equis Operations clients benefit from objective and insightful asset management strategies backed by advantageous implementation and uncompromising representation. We are a collaborative advisor that helps clients transform real estate into an active contributor to the bottom line.

As the world's largest corporate real estate firm exclusively focused on users of business space, we assure you of conflict-free representation.

For each transaction, we work collaboratively with our client's team to define business requirements, analyze opportunities, develop strategies and execute solutions. We balance long-range demand forecasts with current supply dynamics including business unit needs, market trends and inventories. Through a combination of market knowledge and skillful analysis, we execute strategy-driven transactions while exploring a spectrum of occupancy options and negotiating the most favorable terms.

We evaluate how each potential transaction impacts everything from our client's brand image to economics, location dynamics and operating efficiencies. The result is uncompromised solutions that provide cost savings, operational efficiencies, and measurable proof that each transaction meets or exceeds your goals.

Our capabilities include:

- Developing cost/benefit analyses
- Collaborating on the development of an occupancy strategy
- Assisting with business location strategies and relocation services
- Negotiating leases or purchases
- Leading and negotiating asset dispositions
- Coordinating with local governments to find the right municipal incentives
- Assessing and providing data center solutions

CONTRACT OVERVIEW

GSA awarded UGL Services Equis Operations Co. a GSA Federal Supply Schedule contract for Financial and Business Solutions (FABS), Contract Number GS-23F-0022U. The base contract period is 4/1/2008-3/31/2013. GSA may exercise a total of up to three additional 5-year option periods. The contract allows for the placement of Firm Fixed Price or Time and Materials task orders using the labor categories and ceiling rates defined in the contract.

CONTRACT ADMINISTRATOR

Brian Adelstein, Senior Vice President
UGL Services Equis Operations Co.
161 North Clark Street, Suite 2400
Chicago, IL 60601
Telephone: (312) 424-8167
Fax Number: (312) 424-8080
Email: brian.adelstein@na.ugllimited.com

MARKETING AND TECHNICAL POINT OF CONTACT

Brian Adelstein, Senior Vice President
UGL Services Equis Operations Co.
161 North Clark Street, Suite 2400
Chicago, IL 60601
Telephone: (312) 424-8167
Fax Number: (312) 424-8080
Email: brian.adelstein@na.ugllimited.com

CONTRACT USE

This contract is available for use by all federal government agencies, as a source for Financial and Business Solutions, for worldwide use. Executive agencies, other Federal agencies, mixed-ownership Government corporations, and the District of Columbia; government contractors authorized in writing by a Federal agency pursuant to 48 CFR 51.1; and other activities and organizations authorized by statute or regulation to use GSA as a source of supply may use this contract. Additionally, contractors are encouraged to accept orders received from activities within the Executive Branch of the Federal Government.

CONTRACT SCOPE

The contractor shall provide all resources including personnel, management, supplies, services, materials, equipment, facilities and transportation necessary to provide a wide range of professional services as specified in each task order.

Services specified in a task order may be performed at the contractor's facilities or the ordering agencies' facilities. The government will determine the contractor's compensation by any of several different methods (to be specified at the task order level) e.g., a firm-fixed price for services with or without incentives, labor hours or time-and-material.

SPECIAL ITEM NUMBER (SIN) DESCRIPTIONS

The Special Item Numbers (SINs) available under this contract provide services across the full life cycle of a project. When task orders are placed, they must identify the SIN or SINs under which the task is being executed. UGL Services Equis Operations Co. has been awarded a contract by GSA to provide services under the following SIN:

SIN 520-15, Outsourcing Recurring Commercial Activities for Financial Management Services

A full SIN definition and examples of the types of work covered by the SIN are provided below.

520-15, Outsourcing Recurring Commercial Activities for Financial Management Services

Services that an agency identifies as recurring commercial activities which may include billing, payroll processing, application processing, claim processing, grant application management, loan application management, inventory management, and other financial management activities.

NOTE: Outsourcing Recurring Commercial Activities for Financial Management Services may include but are not limited to the following:

- Billing services
- Payroll processing
- Application processing
- Claim processing
- Grant application management
- Loan application management
- Inventory management
- Lease management

INSTRUCTIONS FOR PLACING ORDERS FOR SERVICES BASED ON GSA SCHEDULE HOURLY RATES

GSA provides a streamlined, efficient process for ordering the services you need. GSA has already determined that UGL Services Equis Operations Co. meets the technical requirements and that our prices offered are fair and reasonable. Agencies may use written orders; facsimile orders, credit card orders, blanket purchase agreement orders or individual purchase orders under this contract.

If it is determined that your agency needs an outside source to provide FABS services, follow these simple steps:

Step 1. Develop a Statement of Work (SOW)

In the SOW, include the following information:

- Work to be performed,
- Location of work,
- Period of performance;
- Deliverable schedule, and
- Special standards and any special requirements, where applicable.

Step 2. Select Contractor and Place Order

- If the order is at or below the micro-purchase threshold, select the contractor best suited for your needs and place the order.
- If the order is exceeding but less than the maximum order threshold (MOT), prepare an RFQ;
- If the order is in excess of the MOT, prepare an RFQ. Consider expansion of competition and seek price reductions.

Step 3. Prepare a Request for Quote (RFQ)

- Include the SOW and evaluation criteria;
- Request fixed price, ceiling price, or, if not possible, labor hour or time and materials order;
- If preferred, request a performance plan from contractors and information on past experience; and include information on the basis for selection.
- May be posted on GSA's electronic RFQ system, e-Buy

Step 4. Provide RFQ to at least Three Firms

Step 5. Evaluate Offers, Select Best Value Firm, and Place Order

REQUIREMENTS EXCEEDING THE MAXIMUM ORDER

In accordance with FAR 8.404, before placing an order that exceeds the maximum order threshold, ordering offices shall:

- Review additional schedule contractors' catalogs/price lists or use the "GSA Advantage!" on-line shopping service;
- Based upon the initial evaluation, generally seek price reductions from the schedule contractor(s) appearing to provide the best value (considering price and other factors); and
- After price reductions have been sought, place the order with the schedule contractor that provides the best value and results in the lowest overall cost alternative (see FAR 8.404(a)). If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

Vendors may:

Offer a new lower price for this requirement (the Price Reduction clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations.)

- Offer the lowest price available under the contract; or
- Decline the order (orders must be returned in accordance with FAR 52.216-19).

A task order that exceeds the maximum order may be placed with the Contractor selected in accordance with FAR 8.404. The order will be placed under the contract.

Sales for orders that exceed the Maximum Order shall be reported in accordance with GSAR 552.238-74.

BLANKET PURCHASE AGREEMENT

Ordering activities may establish BPAs under any schedule contract to fill repetitive needs for supplies or services. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPAs and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). In determining how many BPAs to establish, consider:

- The scope and complexity of the requirement(s);
- The need to periodically compare multiple technical approaches or prices;
- The administrative costs of BPAs; and
- The technical qualifications of the schedule contractor(s).

Establishment of a single BPA, or multiple BPAs, shall be made using the same procedures outlined in 8.405-1 or 8.405-2. BPAs shall address the frequency of ordering, invoicing, discounts, requirements (*e.g.* estimated quantities, work to be performed), delivery locations, and time.

When establishing multiple BPAs, the ordering activity shall specify the procedures for placing orders under the BPAs.

Establishment of a multi-agency BPA against a Federal Supply Schedule contract is permitted if the multi-agency BPA identifies the participating agencies and their estimated requirements at the time the BPA is established.

Ordering from BPAs:

Single BPA. If the ordering activity establishes one BPA, authorized users may place the order directly under the established BPA when the need for the supply or service arises.

Multiple BPAs. If the ordering activity establishes multiple BPAs, before placing an order exceeding the micro-purchase threshold, the ordering activity shall:

- Forward the requirement, or statement of work and the evaluation criteria, to an appropriate number of BPA holders, as established in the BPA ordering procedures; and
- Evaluate the responses received, make a best value determination (see 8.404(d)), and place the order with the BPA holder that represents the best value.

BPAs for hourly rate services. If the BPA is for hourly rate services, the ordering activity shall develop a statement of work for requirements covered by the BPA. All orders under the BPA shall specify a price for the performance of the tasks identified in the statement of work.

Duration of BPAs. BPAs generally should not exceed five years in length, but may do so to meet program requirements. Contractors may be awarded BPAs that extend beyond the current term of their GSA Schedule contract, so long as there are option periods in their GSA Schedule contract that, if exercised, will cover the BPA's period of performance.

Review of BPAs:

The ordering activity that established the BPA shall review it at least once a year to determine whether:

- The schedule contract, upon which the BPA was established, is still in effect;
- The BPA still represents the best value (see 8.404(d)); and
- Estimated quantities/amounts have been exceeded and additional price reductions can be obtained.

The ordering activity shall document the results of its review.

PERCENTAGE BASED FEES
SIN 520-15 / 520-15RC

Tiered Pricing Based Upon Gross Lease Values

Lease Acquisition / Lease Renewal

Lease Service Value Range / Task Order Value	GSA Fee (Inclusive of IFF)
\$0.00 - \$2,500,000.00	3.97%
\$2,500,001.00 - \$5,000,000.00	3.47%
\$5,000,001.00 +	2.98%

PLACES OF PERFORMANCE

Chicago-Headquarters

161 North Clark Street, Suite 2400
Chicago, Illinois 60601
312-424-8000
312-424-8080 (fax)

Austin

919 Congress Avenue, Suite 830
Austin, Texas 78701
512-349-0000
512-480-3124 (fax)

Charlotte

129 West Trade Street, Suite 1575
Charlotte, North Carolina 28202
704-377-2218
704-374-9799 (fax)

Cincinnati

600 Vine Street, Suite 1900
Cincinnati, Ohio 45202
513-361-8500
513-361-8501 (fax)

Denver

8350 East Crescent Parkway, Suite 300
Greenwood Village, Colorado 80111
720-554-0789
720-554-0798 (fax)

Houston

2700 Post Oak Boulevard, Suite 1000
Houston, Texas 77056
713-621-1174
713-621-5989 (fax)

Los Angeles - Downtown

555 West 5th Street, Suite 4550
Los Angeles, California 90013
213-426-3000
213-426-3019 (fax)

Milwaukee

250 East Wisconsin Avenue, Suite 1800
Milwaukee, Wisconsin 53202
414-289-7185
414-289-7186 (fax)

Atlanta

3500 Lenox Road, Suite 750
Atlanta, Georgia 30326
404-261-9700
404-264-0500 (fax)

Boston

101 Federal Street, Suite 550
Boston, Massachusetts 02110
617-832-2100
617-832-2101 (fax)

Chicago-Brokerage

161 North Clark Street, Suite 2700
Chicago, Illinois 60601
312-424-8000
312-424-0150 (fax)

Dallas

14185 Dallas Parkway, Suite 1050
Dallas, Texas 75254
972-763-4100
972-763-4101 (fax)

Detroit

28411 Northwestern Highway, Suite 1250
Southfield, Michigan 48034
248-354-4470
248-354-4480 (fax)

Indianapolis

9200 Keystone Crossing, Suite 725
Indianapolis, Indiana 46240
317-218-7200
317-218-7201 (fax)

Los Angeles - West

10100 Santa Monica Boulevard, Suite 650
Los Angeles, California 90067
310-689-3600
310-689-2270 (fax)

Minneapolis

333 Seventh Street South, Suite 1370
Minneapolis, Minnesota 55402
612-605-4060
612-605-4070 (fax)

New Jersey

517 Route One South, Suite 3102
Iselin, New Jersey 08830
732-632-3222
732-632-8712 (fax)

Orange County

Plaza Tower, 600 Anton Boulevard
Suite 1730
Costa Mesa, California 92626
714-429-9400
714-429-9401 (fax)

Phoenix

2375 East Camelback Suite 500
Phoenix, Arizona 85016
602-387-5105
602-387-5110 (fax)

Sacramento

900 J Street, Fourth Floor
Sacramento, California 95814
916-447-0262
916-438-5201 (fax)

San Jose

2033 Gateway Place, Suite 600
San Jose, California 95110
408-961-8795
408-961-8796 (fax)

Tampa

4890 West Kennedy Boulevard, Suite 940
Tampa, Florida 33609
813-229-7900
813-229-0044 (fax)

New York

1211 Avenue of the Americas, Suite 3008
New York, New York 10036
212-328-4200
212-328-4240 (fax)

Philadelphia

1500 Market Street, 12th Floor
Philadelphia, Pennsylvania 19102
215-665-5652
215-569-8228 (fax)

Raleigh

4819 Emperor Boulevard, Suite 320
Durham, North Carolina 27703
919-294-3222
919-294-3223 (fax)

San Francisco

One Embarcadero Center, Suite 250
San Francisco, California 94111
415-352-2400
415-352-2401 (fax)

St. Louis

7701 Forsyth Boulevard, Suite 1250
St. Louis, Missouri 63105
314-862-1730
314-862-3131 (fax)

Washington, DC

1909 K Street, NW, Suite 320
Washington, District of Columbia 20006
202-293-9556
202-293-9557 (fax)